

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the first level supervisory line positions in the police department. Employees of this class are responsible for the direction and supervision of lower ranking police officers on an assigned shift. Supervision is exercised over police officers through inspections and the assignment of duties in accordance with general instruction received from officers of higher rank. Police Sergeants work under general supervision of superior officers in the performance of routine tasks. Work is reviewed by oral and written reports to superiors, or by their personal inspection. This class ranks immediately below that of Police Lieutenant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Inspects equipment and appearance of police officers at roll call. Assigns subordinate officers to posts. Reads orders and gives special instruction to subordinate officers. Patrols city and observes subordinate police officers at work, offering assistance, and providing on-the-job training.

Conducts primary investigations of major traffic violations and accidents.

Makes arrests and reviews arrests made by subordinates to insure that suspects are placed under arrest in accordance with departmental policies and procedures and that prisoners are properly booked, photographed, and fingerprinted.

Operates communications system, keeps important records, prepares important and complex reports, and performs other police clerical work.

Performs related work as required.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of

legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Corporal with at least one (1) year in that class immediately preceding the closing date for application to the board.

DR	03-30-66	08-12-87
Rev	12-11-70	10-13-93
	01-14-76	08-11-99
	12-13-78	03-15-00
	04-11-79	03-10-04
	05-09-79	11-09-11
	09-10-80	